

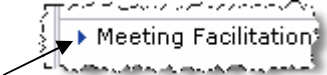

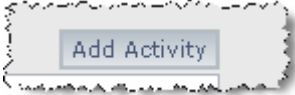




The following steps will allow you to add activities to goals on your Individual Development Plan.







Please remember that the use of Individual Development Plans and the features enabled to support them vary widely across agencies. For more information, contact your [Agency's AgLearn Lead](#).

Step	Action	Look For
1.	Select the <b>Career</b> tab.	 A screenshot of the AgLearn web application. At the top, there is a navigation bar with links: 'Welcome Matt Turley   About AgLearn   Contact Us   Home  '. Below this, there are three tabs: 'Learning', 'Career' (which is highlighted with a blue background), and 'Catalog'. Below the tabs, there is a breadcrumb trail: 'Home > Career > Competency Assignments'.
2.	Select <b>View Plan</b> .  Note that if you only have one plan, you may not need to complete this step.	 A screenshot of a button labeled 'View Plan'. To the left of the button, there is a date '12:00'.
3.	Locate the goal that you wish to add an activity to and select the corresponding <b>Expand</b> icon.	 A screenshot of a goal titled 'Meeting Facilitation'. To the left of the goal title, there is a blue arrow icon pointing to the right, which is the 'Expand' icon.
4.	Select the <b>Expand</b> icon next to the Activities section.	 A screenshot of a section titled 'Activities (0)'. To the left of the section title, there is a blue arrow icon pointing to the right, which is the 'Expand' icon.
5.	Select <b>Add Activity</b> .	 A screenshot of a button labeled 'Add Activity'.

To create an Activity not associated with an AgLearn Catalog Item, continue with the steps below.

Step	Action	Look For
6.	Complete the <b>Activity Details</b> section.	 A screenshot of the 'Activity Details' form. At the top, there is a legend: '* = Required'. Below this, there is a section titled 'Activity Details'. Under this section, there are three fields: 'Activity Type : External', '* Activity Name :', and '* Target Date : 6/28/2007'. The 'Activity Name' and 'Target Date' fields have input boxes next to them.
7.	Select <b>Finished</b> .  If you wish to add another activity, select <b>Save and Add Another</b> .	 A screenshot of three buttons: 'Finished', 'Save and Add Another', and 'Cancel'. The 'Finished' button is highlighted with a blue background.

To create an Activity that is associated with an AgLearn Catalog Item, continue with the steps below.

Step	Action	Look For
6.	Select the <b>Learning Item Activity Wizard</b> .	
7.	Specify the Item Type and Keywords for the Catalog Item that you wish to use.	
8.	Select <b>Next</b> .	
9.	Locate the Catalog Items in the Item Search Results section and place a checkmark in the corresponding <b>Select Column</b> .	
10.	Select <b>Next</b> .	
11.	Modify the Activity Details as appropriate.	
12.	Select <b>Finished</b> . If you wish to add another activity, select <b>Save and Add Another</b> .	